

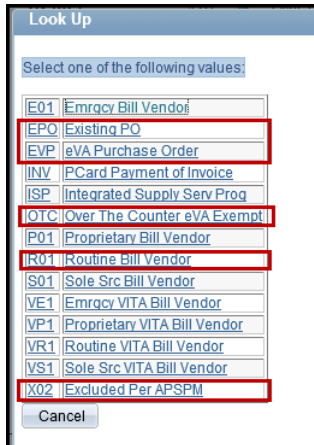
**About Reconciling PCard Transactions:**

In order to comply with Fiscal policy and to make payment to the PCard Vendor for monthly activity, each PCard holder must reconcile their transactions per the Agency PCard requirements and CAAP Manual. Every day, transactions are loaded into Cardinal from the PCard Vendor in a “Staged” status. The PCard holder can access those transactions by their name. Administrators can access transactions for all of their assigned users. Transactions are verified for accuracy and additional data is entered to include budget distributions, descriptions, vendor ID and eVA PO status. Once “Verified”, the transactions will transmit to the Supervisor for approval.

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EPO	Pages 10 - 11
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As a PCard holder, you are aware of Agency purchasing requirements and what type of purchase or payment transaction you are reconciling. Some of your transactions may be related to an existing Purchase Order or may be exempt from Purchase Order. Some transactions may have been made “over the counter” (OTC).

Cardinal defaults all transactions to OTC.

eVA PO Type

Look Up

Select one of the following values:

E01	Emergency Bill Vendor
EPO	Existing PO
EVP	eVA Purchase Order
INV	PCard Payment of Invoice
ISP	Integrated Supply Serv Prog
IOTC	Over The Counter eVA Exempt
P01	Proprietary Bill Vendor
R01	Routine Bill Vendor
S01	Sole Src Bill Vendor
VE1	Emergency VITA Bill Vendor
VP1	Proprietary VITA Bill Vendor
VR1	Routine VITA Bill Vendor
VS1	Sole Src VITA Bill Vendor
X02	Excluded Per APSPM

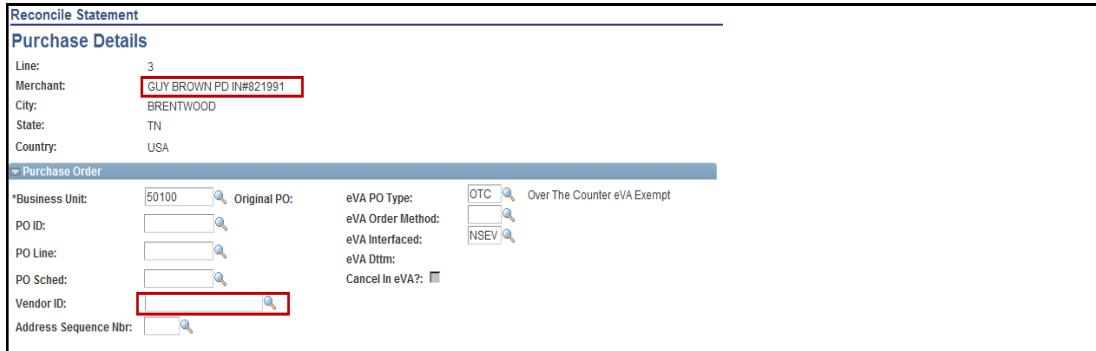
Cancel

The typical categories used for PCard transactions are shown.

- **EPO** is used when making a PCard payment against an existing Cardinal Purchase Order.
- **EVP** is used when making a PCard payment against an eVA Purchase Order/DO.
- **OTC** is used for transactions that are performed at the counter (point of sale) and a receipt is in hand.
- **R01** is used to generate a confirming Purchase Order in eVA and sent to the Merchant.
- **X02** is used when the transaction is exempt from a Purchase Order, per the APSPM.
- **INV** is used for payment of non-PO related invoices and is not generally used.

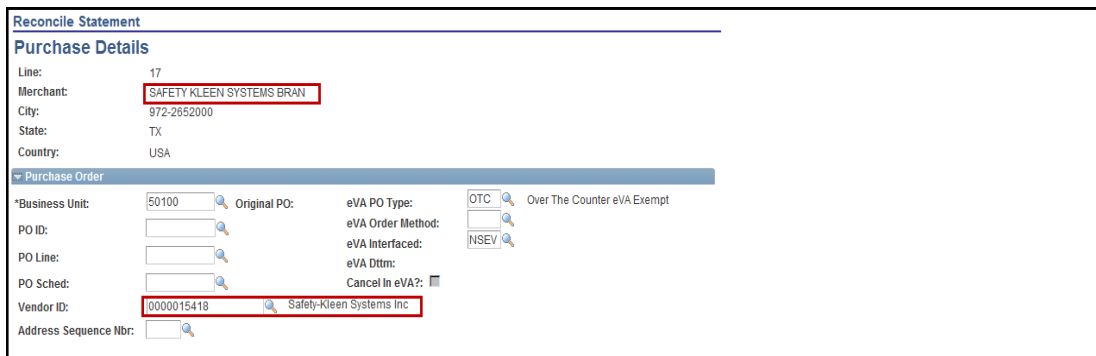
PCard Merchant and Vendor ID Matching

PCard transaction data and Merchant names are loaded into Cardinal from the PCard Vendor file. In order to properly reconcile the PCard statement and to capture SWAM and related spending, the merchants need to be set up as “Preferred Vendors” in Cardinal.



When reconciling a transaction and on the Purchase Details page you do not find the **Vendor ID** populated, the Merchant name shown is not matched to a **Vendor ID** in Cardinal as a **Preferred Vendor**. To set the Merchant to a preferred vendor status, contact your PCard Administrator and provide the Merchant Name and Vendor ID that should be used.

See: **PCard Merchant to Preferred Vendor Set-Up** Jobaid.



When you see the **Vendor ID** populated, the Merchant name shown is matched to a **Vendor ID** in Cardinal, as a **Preferred Vendor**.

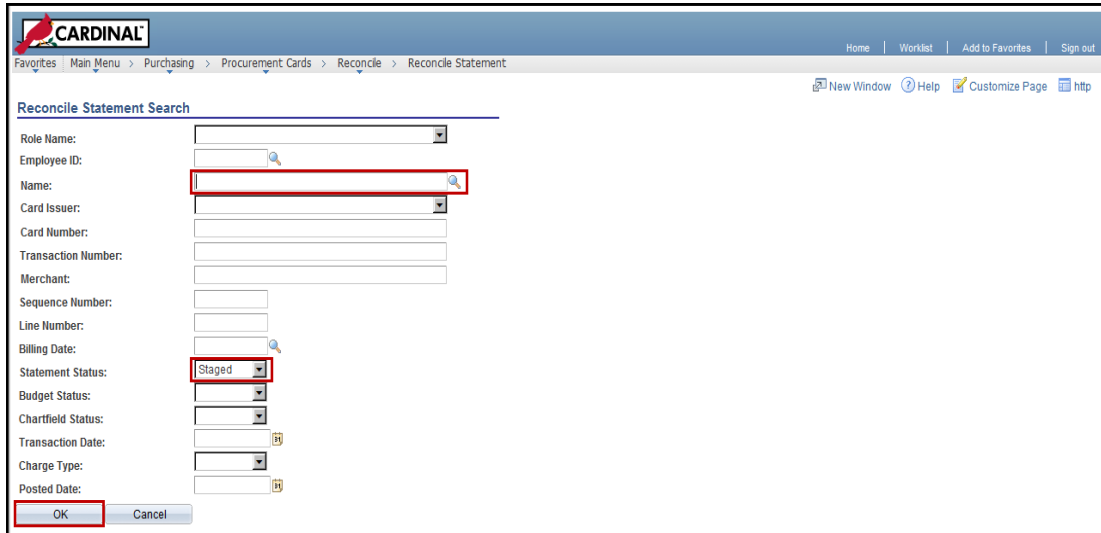
If the transaction is related to a Purchase Order and is **not** OTC, a **Vendor ID** is required. If the field is blank, use the look-up icon to search for the related vendor.

In the event a Vendor name is not found in Cardinal, retain the **eVA PO Type** as **OTC** and document the transaction details in the **Comments** field. **ASD must be notified for eVA Dashboard reporting.**

Reconcile Statement:

The following steps apply to all transactions.

Navigate: **Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement**



Reconcile Statement Search

Role Name:

Employee ID:

Name:

Card Issuer:

Card Number:

Transaction Number:

Merchant:

Sequence Number:

Line Number:

Billing Date:

Statement Status:

Budget Status:

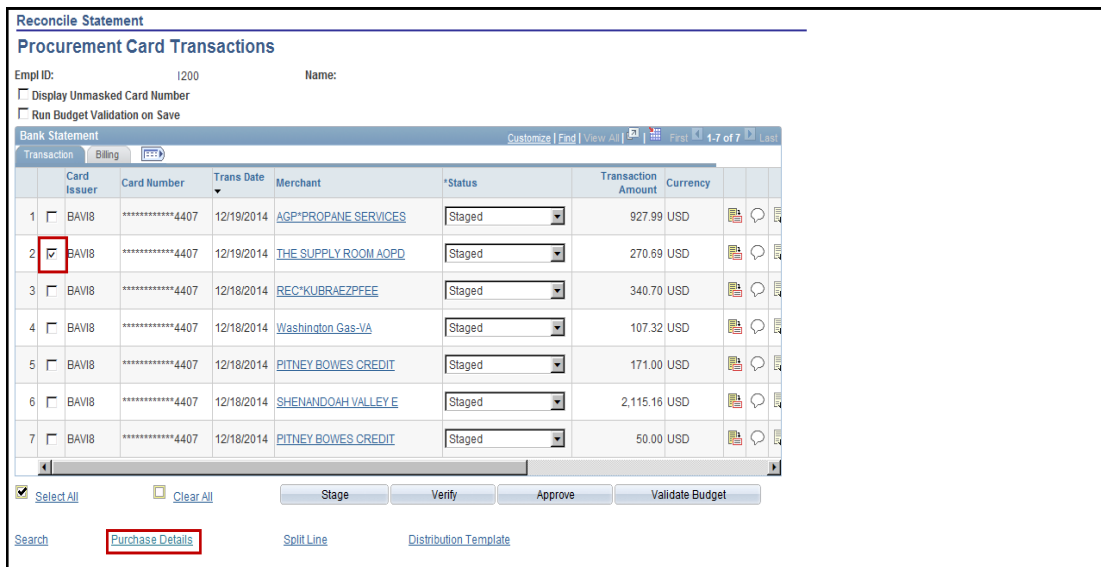
Chartfield Status:

Transaction Date:

Charge Type:

Posted Date:

- 1 Select PCard holder **Name** and **Statement Status**. Select **Staged**.
- 2 Click **OK**



Reconcile Statement

Procurement Card Transactions

Empl ID: 1200 Name:

☐ Display Unmasked Card Number

☐ Run Budget Validation on Save

Bank Statement

Transaction	Card Issuer	Card Number	Trans Date	Merchant	Status	Transaction Amount	Currency
1	BAV18	*****4407	12/19/2014	AGP*PROPANE SERVICES	Staged	927.99	USD
2	BAV18	*****4407	12/19/2014	THE SUPPLY ROOM AOPD	Staged	270.69	USD
3	BAV18	*****4407	12/18/2014	REC*KUBRAEZFEE	Staged	340.70	USD
4	BAV18	*****4407	12/18/2014	Washington Gas-VA	Staged	107.32	USD
5	BAV18	*****4407	12/18/2014	PITNEY BOWES CREDIT	Staged	171.00	USD
6	BAV18	*****4407	12/18/2014	SHEVANDOAH VALLEY E	Staged	2,115.16	USD
7	BAV18	*****4407	12/18/2014	PITNEY BOWES CREDIT	Staged	50.00	USD

☒ Select All ☐ Clear All

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#)

Transaction(s) listing are displayed.

- 3 Select (check) transaction
- 4 Click on **Purchase Details** hyperlink. If you do not click into the hyperlink, the **eVA PO Type** will not display on the **PCard Monthly Statement** query.

Reconcile Statement

Purchase Details

Line: 3
 Merchant: THE SUPPLY ROOM AOPD
 City: 804-4121200
 State: VA
 Country: USA

Purchase Order

*Business Unit: 50100 Original PO: eVA PO Type: **OTC** Over The Counter eVA Exempt
 PO ID: eVA Order Method: NSEV
 PO Line: eVA Interfaced:
 PO Sched: eVA Dttm:
 Vendor ID: 0000029863 THE SUPPLY ROOM COMPANIES
 Address Sequence Nbr:

Ship To:
 Item ID:
 Category:
 Vendor Item:
 *Quantity: 1.0000
 *UOM: EA
 Unit Price: 113.05000 USD

☒ Tax Paid ☐ Bill Includes Tax if Applied Transaction Amount: 113.05
[Sales/Use Tax](#) [Category Search](#) [View Hierarchy](#) [PO Pick List](#)

OK Cancel Refresh

5 Select the appropriate **eVA PO Type**.

See **eVA PO Type** examples on pages 9 – 16 for detailed information.

6 Verify or Edit the populated information and Click **OK**.

Reconcile Statement

Procurement Card Transactions

Empl ID: 200 Name:
☐ Display Unmasked Card Number
☐ Run Budget Validation on Save

Bank Statement Customize Find View All First 1-7 of 7 Last

Transaction	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency
1	BAV18	*****4407	12/19/2014	AGP*PROPANE SERVICES	Staged	927.99	USD
2	BAV18	*****4407	12/19/2014	THE SUPPLY ROOM AOPD	Staged	270.69	USD

7 Click on the **Billing** tab.

Reconcile Statement

Procurement Card Transactions

Empl ID: 00567731200 Name: ATKINS,CAROLINE M
☐ Display Unmasked Card Number
☐ Run Budget Validation on Save

Bank Statement Customize Find View All First 1-7 of 7 Last

Transaction Billing

Reference	Description	Billing Date	Billing Amount	Currency	Prepaid Ref	Dispute Amount	Credit Collected
1		01/15/2015	927.99	USD		0.00	
2	Office Supplies at XXX Division	01/15/2015	270.69	USD		0.00	

8 Enter **Description** of items purchased.

This will display on the **Monthly PCard Statement** query.

9 Click back on the **Transaction** tab.

Reconcile Statement

Procurement Card Transactions

Empl ID: 200 Name:





☐ Display Unmasked Card Number

☐ Run Budget Validation on Save

Bank Statement

Transaction | Billing | **PDF**

Customize | Find | View All | First | 4-7 of 7 | Last

	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency		Budget Status
1	*****4407	12/19/2014	AGP*PROPANE SERVICES	Staged	927.99	USD		Valid
2	*****4407	12/19/2014	THE SUPPLY ROOM AOPD	Staged	270.69	USD		Valid
3	*****4407	12/18/2014	REC*KUBRAEZPFEE	Staged	340.70	USD		Valid
4	*****4407	12/18/2014	Washington Gas-VA	Staged	107.32	USD		Valid

10 Click on the **Comments** icon.

Reconcile Statement

Line Comments

Line: 4 Description:

Reference:

Transaction Line Comments

Find | View All | First | 1 of 1 | Last

Comments: Status: Active

Office Supplies for District Admin Office. See DOXXXXX12

Associated Document

Attachment:

11 Enter a **Comment** that clearly identifies the transaction for all to understand. If necessary or as required, you may enter multiple comments and attach associated documents; i.e. procurement required documents (vendor quote, receipt, etc.)

12 Click **OK**.

Reconcile Statement

Procurement Card Transactions

Empl ID: 200 Name:




☐ Display Unmasked Card Number

☐ Run Budget Validation on Save

Bank Statement

Transaction | Billing | **PDF**

Customize | Find | View All | First | 4-7 of 7 | Last

	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency		Budget Status
1	*****4407	12/19/2014	AGP*PROPANE SERVICES	Staged	927.99	USD		Valid
2	*****4407	12/19/2014	THE SUPPLY ROOM AOPD	Staged	270.69	USD		Valid
3	*****4407	12/18/2014	REC*KUBRAEZPFEE	Staged	340.70	USD		Valid

13 Click the **Distribution** icon.

Reconcile Statement

Account Distribution

Line: 1 PO Qty: 1.0000 UOM: EA
 Billing Date: 01/15/2015 Billing Amount: 4377.10 USD Unit Price: 4377.10000
 SpeedChart: Transaction Unit Price: 4377.10000 *Distribute By: Amount

Distributions

Chartfields	Details/Tax	Statuses	FF								
Dist	Percent	Amount	Currency	*GL Unit	*Account	Fund	Program	Department	Cost Center	Task	FIPS
1	100.0000	4377.10	USD	50100	5012550	04100	699001	10167	11152000		

OK Cancel Refresh

14 Enter a valid distribution code (Cost Center or Project).

15 Click **OK**

Reconcile Statement

Procurement Card Transactions

Empl ID: 200 Name:
☐ Display Unmasked Card Number
☐ Run Budget Validation on Save

Bank Statement

Transaction	Billing	FF					
Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistr
1 12/19/2014	AGP*PROPANE SERVICES	Staged	927.99	USD	Valid	Recycled	No
2 12/19/2014	THE SUPPLY ROOM AOPD	Staged	270.69	USD	Not Chk'd	Valid	Yes
3 12/18/2014	REC*KUBRAEZPFEE	Staged	340.70	USD	Valid	Recycled	No
4 12/18/2014	Washington Gas-VA	Staged	107.32	USD	Valid	Recycled	No
5 12/18/2014	PITNEY BOWES CREDIT	Staged	171.00	USD	Valid	Recycled	No
6 12/18/2014	SHENANDOAH VALLEY E	Staged	2,115.16	USD	Valid	Recycled	No
7 12/18/2014	PITNEY BOWES CREDIT	Staged	50.00	USD	Valid	Recycled	No

Select All Clear All Stage Verify Approve **Validate Budget**

Search Purchase Details Split Line Distribution Template

Budget status changes to **Not Chk'd**

16 Click on the **Validate Budget** button.

Transaction line must be checked to validate budget. You may check more than one line when validating budget.

Reconcile Statement

Procurement Card Transactions

Empl ID: 200 Name: Card Number: *****j0 Card Provider: BAV18

☐ Run Budget Validation on Save

Bank Statement Customize | End | View All | First 4-7 of 7 Last

Transaction	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status
1	12/19/2014	AGP*PROPANE SERVICES	Staged	927.99	USD	Valid	Recycled
2	12/19/2014	THE SUPPLY ROOM AOPD	Staged	270.69	USD	Valid	Valid
3	12/18/2014	REC*KUBRAEZPFEE	Staged	340.70	USD	Valid	Recycled

Budget status changes to **Valid**.

Reconcile Statement

Procurement Card Transactions

Empl ID: 200 Name: Card Number: *****j0 Card Provider: BAV18

☐ Run Budget Validation on Save

Bank Statement Customize | End | View All | First 4-7 of 7 Last

Transaction	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status
1	12/19/2014	AGP*PROPANE SERVICES	Staged	927.99	USD	Valid	Recycled
2	12/19/2014	THE SUPPLY ROOM AOPD	Verified	270.69	USD	Valid	Valid
3	12/18/2014	REC*KUBRAEZPFEE	Staged	340.70	USD	Valid	Recycled
4	12/18/2014	Washington Gas-VA	Staged	107.32	USD	Valid	Recycled
5	12/18/2014	PITNEY BOWES CREDIT	Staged	171.00	USD	Valid	Recycled
6	12/18/2014	SHEANDOAH VALLEY E	Staged	2,115.16	USD	Valid	Recycled
7	12/18/2014	PITNEY BOWES CREDIT	Staged	50.00	USD	Valid	Recycled

☒ Select All ☐ Clear All

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#)

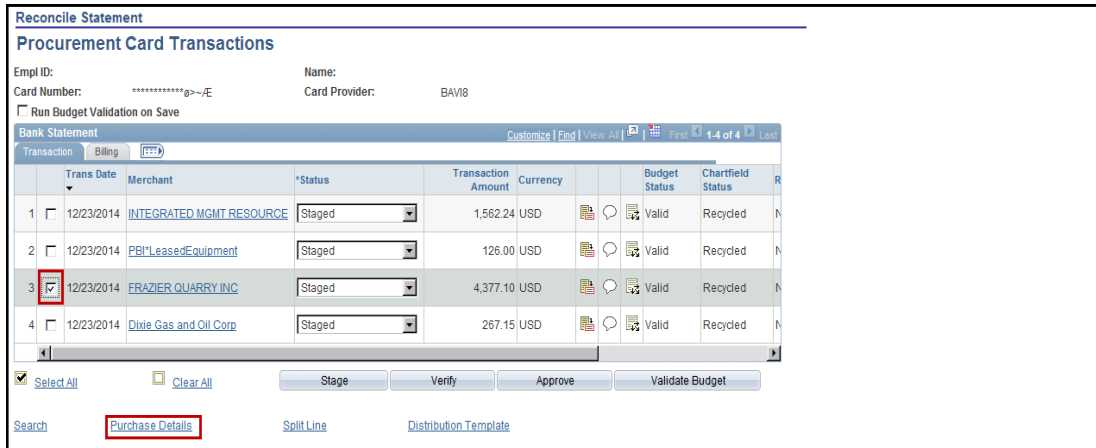
17 Change status to **Verified**.

18 Click on **Save**.

When the search page is refreshed, the transaction will drop from your list. Verified transactions will populate onto the Supervisor's Pagelet for approval action.

eVA PO Type Examples:

* OTC (Over the Counter)



Reconcile Statement
Procurement Card Transactions

Empl ID: *****g>~Æ Name: Card Provider: BAVI8

☐ Run Budget Validation on Save

Bank Statement Customize | Find | View All | First 1-4 of 4 Last

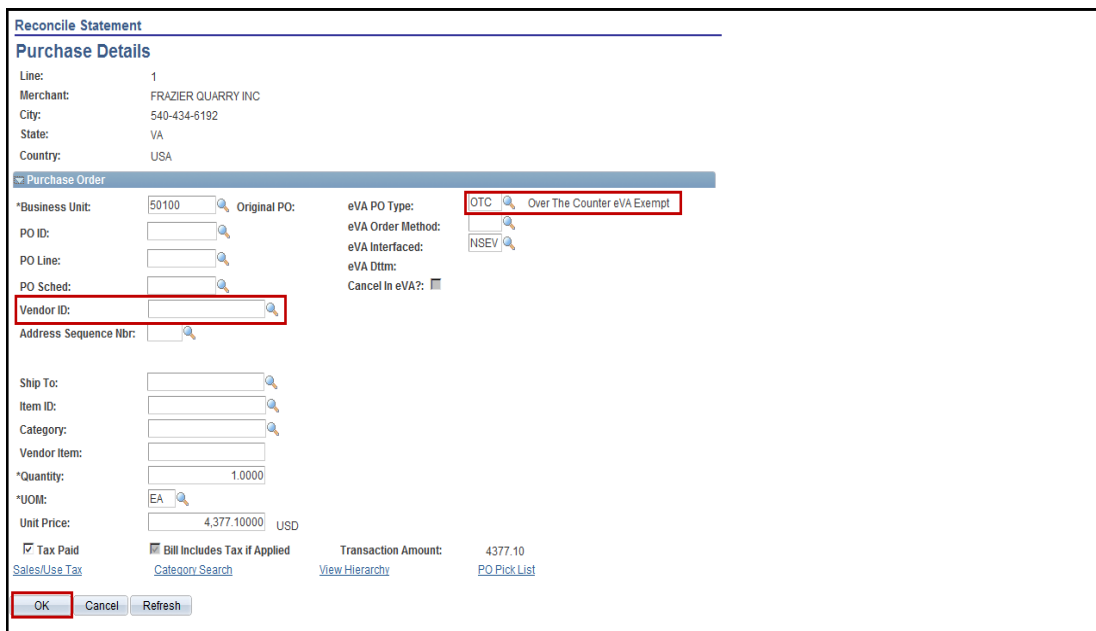
Transaction	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status
1	12/23/2014	INTEGRATED MGMT RESOURCE	Staged	1,562.24	USD	Valid	Recycled
2	12/23/2014	PBI*LeasedEquipment	Staged	126.00	USD	Valid	Recycled
3	12/23/2014	FRAZIER QUARRY INC	Staged	4,377.10	USD	Valid	Recycled
4	12/23/2014	Divia Gas and Oil Corp	Staged	267.15	USD	Valid	Recycled

☒ Select All ☐ Clear All

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#)

19 Check a transaction to be reconciled.

20 Click on the **Purchase Details** hyperlink. If you do not click into the hyperlink, the **eVA PO Type** will not display on the **PCard Monthly Statement** query.



Reconcile Statement
Purchase Details

Line: 1
Merchant: FRAZIER QUARRY INC
City: 540-434-6192
State: VA
Country: USA

Purchase Order

*Business Unit: 50100 Original PO: eVA PO Type: **OTC** Over The Counter eVA Exempt
PO ID: eVA Order Method: NSEV
PO Line: eVA Interfaced: NSEV
PO Sched: eVA Dttm:
Vendor ID: Cancel In eVA?: ☐
Address Sequence Nbr:

Ship To:
Item ID:
Category:
Vendor Item:
*Quantity: 1.0000
*UOM: EA
Unit Price: 4,377.10000 USD

☒ Tax Paid ☒ Bill Includes Tax if Applied Transaction Amount: 4377.10
[Sales/Use Tax](#) [Category Search](#) [View Hierarchy](#) [PO Pick List](#)

Transaction line details are displayed.

eVA PO Type defaults as **OTC** (Over the Counter). In this case, you also see that the **Vendor ID** is not displayed. If this is accurate as shown, no additional details are required.

21 Click **OK**.

* EPO (Existing Purchase Order)

Reconcile Statement
Procurement Card Transactions

Empl ID: 800 Name: Card Number: *****%b-% Card Provider: BAV19
☐ Run Budget Validation on Save

Transaction	Billing	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status
1		12/26/2014	GUY BROWN PD IN#825590	Staged	34.86	USD	Valid	Valid
2		12/23/2014	GUY BROWN PD IN#821991	Staged	81.88	USD	Valid	Recycled
3		12/23/2014	GUY BROWN PD IN#821498	Staged	250.25	USD	Valid	Recycled
4		12/19/2014	VA DEPT OF CORRECTIONAL E	Staged	13.75	USD	Valid	Recycled
5		12/19/2014	LAKE RIDGE NURSERY	Staged	800.00	USD	Valid	Recycled

☒ Select All ☐ Clear All

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#)

22 Select the transaction related to an existing purchase order.

23 Click on the **Purchase Details** hyperlink.

Reconcile Statement
Purchase Details

Line: 1
Merchant: LAKE RIDGE NURSERY
City: 703-5900178
State: VA
Country: USA 12214

Purchase Order

*Business Unit: 50100 Original PO: N eVA PO Type: **EPO** Existing PO
PO ID: 0001109604 eVA Order Method: URL
PO Line: 1 eVA Interfaced: NSEV
PO Sched: 1 eVA Dtm: Cancel In eVA?: ☐
Vendor ID: 0000070737 Lakeridge Nursery Inc
Address Sequence Nbr: 3 12160 Ivakota Ct
Ship To: NOVA TFO
Item ID: 5956534155 CREPE MYRTLE, DARK RED (LAGER)
Category:
Vendor Item:
*Quantity: 1.0000
*UOM: EA
Unit Price: 800.00000 USD
☒ Tax Paid ☒ Bill Includes Tax if Applied Transaction Amount: 800.00

Maintenance WO

[Sales/Use Tax](#) [Category Search](#) [View Hierarchy](#) [PO Pick List](#)

24 Change eVA PO Type to EPO as shown.

25 Enter **PO ID**, **PO Line**, **PO Sched**, **Vendor ID** (if empty), **Address Sequence Nbr**, **Ship To** and **Item ID**. If the NIGP item is matched to the vendor ID, the Item ID lookup will display those Items for selection. If not, you must clear the Vendor ID field first. Enter the selected item and re-enter the Vendor ID.

26 Click **OK**.



Procurement Job Aid

Reconcile PCard Transactions

Reconcile Statement

Procurement Card Transactions

Empl ID: 800 Name: Card Number: *****%b-% Card Provider: BAV19

☐ Run Budget Validation on Save

Bank Statement

Transaction **Billing** **Comments**

	Trans Date	Merchant	*Status	Transaction Amount	Currency		Budget Status	Chartfield Status	R
1	<input type="checkbox"/>	12/26/2014	GUY BROWN PD IN#825590	Staged	34.86	USD		Valid	Y
2	<input type="checkbox"/>	12/23/2014	GUY BROWN PD IN#821991	Staged	81.88	USD		Valid	Recycled
3	<input type="checkbox"/>	12/23/2014	GUY BROWN PD IN#821498	Staged	250.25	USD		Valid	Recycled
4	<input type="checkbox"/>	12/19/2014	VA DEPT OF CORRECTIONAL E	Staged	13.75	USD		Valid	Recycled
5	<input checked="" type="checkbox"/>	12/19/2014	LAKE RIDGE NURSERY	Staged	800.00	USD		Valid	Recycled

☒ Select All ☐ Clear All

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#)

* Transaction is ready for **Billing** (Transaction Description), **Comments** and **Budget** distribution charges.

* EVP (eVA Purchase Order/DO)

Reconcile Statement

Procurement Card Transactions

Empl ID: 5700 Name: Card Number: *****n%j Card Provider: BAV18

☐ Run Budget Validation on Save

Bank Statement

Transaction **Billing** **Comments**

	Trans Date	Merchant	*Status	Transaction Amount	Currency		Budget Status	Chartfield Status	R
1	<input type="checkbox"/>	12/24/2014	Divie Gas and Oil Corp	Staged	76.98	USD		Valid	Recycled
2	<input checked="" type="checkbox"/>	12/19/2014	VIB-PRODUCTS	Staged	40.25	USD		Valid	Recycled

☒ Select All ☐ Clear All

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#)

27 Select transaction.

28 Click on the **Purchase Details** hyperlink.

Reconcile PCard Transactions

Reconcile Statement

Purchase Details

Line: 2
 Merchant: VIB-PRODUCTS
 City: 043-2955168
 State: VA
 Country: USA

Purchase Order

*Business Unit: 50100 Original PO: N eVA PO Type: **EVP** eVA Purchase Order
 PO ID: PO ID: eVA Order Method: PRNT
 PO Line: PO Line: eVA Interfaced: NSEV
 PO Sched: PO Sched: eVA Dttm:
 Vendor ID: Vendor ID: Cancel In eVA?:
 Address Sequence Nbr: Address Sequence Nbr:

Ship To:
 Item ID:
 Category:
 Vendor Item:
 *Quantity: 1.0000
 *UOM: EA
 Unit Price: 40.25000 USD
☒ Tax Paid ☒ Bill Includes Tax if Applied Transaction Amount: 40.25
[Sales/Use Tax](#) [Category Search](#) [View Hierarchy](#) [PO Pick List](#)

OK Cancel Refresh

29 Change **eVA PO Type** to **EVP** as shown. No other information is required.

30 Click **OK**.

Reconcile Statement

Procurement Card Transactions

Empl ID: 700 Name:
 Card Number: *****nsj Card Provider: BAVI8
☐ Run Budget Validation on Save

Bank Statement Customize | Find | View All | First 1-2 of 2 | Last

Transaction	Billing	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status
1	<input type="checkbox"/>	12/24/2014	Dixie Gas and Oil Corp	Staged	76.98	USD	Valid	Recycled
2	<input checked="" type="checkbox"/>	12/19/2014	VIB-PRODUCTS	Staged	40.25	USD	Valid	Recycled

☒ Select All ☐ Clear All Stage Verify Approve Validate Budget

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#)

31 Click on the **Comments** icon.

Reconcile Statement

Line Comments

Line: 2 Description:
 Reference:

Transaction Line Comments Find | View All | First 1 of 1 | Last

Comments: DOXXXX123 for Writing instruments for ADMIN Status: Active

Associated Document

Attachment: Attach View Delete

OK Cancel Refresh

32 Enter the **DO #** and any additional comments. You may attach associated documents if needed.

33 Click **OK**.

Reconcile Statement
Procurement Card Transactions

Empl ID: 700 Name: _____
Card Number: *****n5i Card Provider: BAVI8

☐ Run Budget Validation on Save

Bank Statement Customize | End | View All | First 1-2 of 2 Last

Transaction	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status
1 <input type="checkbox"/>	12/24/2014	Dixie Gas and Oil Corp	Staged	76.98	USD	Valid	Recycled
2 <input checked="" type="checkbox"/>	12/19/2014	VIB-PRODUCTS	Staged	40.25	USD	Valid	Recycled

☒ Select All ☐ Clear All

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#)

* Transaction is ready for **Billing** (Transaction Description) and **Budget** distribution charges.

* R01 (Routine Bill Vendor)

Reconcile Statement
Procurement Card Transactions

Empl ID: 1200 Name: _____
☐ Display Unmasked Card Number
☐ Run Budget Validation on Save

Bank Statement Customize | End | View All | First 1-7 of 7 Last

Transaction	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency
1 <input type="checkbox"/>	BAVI8	*****4407	12/19/2014	AGP*PROPANE SERVICES	Staged	927.99	USD
2 <input checked="" type="checkbox"/>	BAVI8	*****4407	12/19/2014	THE SUPPLY ROOM AOPD	Staged	270.69	USD
3 <input type="checkbox"/>	BAVI8	*****4407	12/18/2014	REC*KUBRAEZPFEE	Staged	340.70	USD
4 <input type="checkbox"/>	BAVI8	*****4407	12/18/2014	Washington Gas-VA	Staged	107.32	USD
5 <input type="checkbox"/>	BAVI8	*****4407	12/18/2014	PITNEY BOWES CREDIT	Staged	171.00	USD
6 <input type="checkbox"/>	BAVI8	*****4407	12/18/2014	SHERANDOAH VALLEY E	Staged	2,115.16	USD
7 <input type="checkbox"/>	BAVI8	*****4407	12/18/2014	PITNEY BOWES CREDIT	Staged	50.00	USD

☒ Select All ☐ Clear All

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#)

34 Select the transaction.

35 Click on the **Purchase Details** hyperlink.

Purchase Details

Line: 4
 Merchant: THE SUPPLY ROOM AOPD
 City: 804-4121200
 State: VA
 Country: USA

Purchase Order

*Business Unit: 50100 Original PO: N eVA PO Type: R01 Routine Bill Vendor
 PO ID: eVA Order Method: NSEV
 PO Line: eVA Interfaced: NSEV
 PO Sched: eVA Dttm:
 Cancel In eVA?: ☐

Vendor ID: 0000029863 THE SUPPLY ROOM COMPANIES
 Address Sequence Nbr:

Ship To:
 Item ID:
 Category:
 Vendor Item:
 *Quantity: 1.0000
 *UOM: EA
 Unit Price: 270.69000 USD
 Transaction Amount: 270.69

☒ Tax Paid ☒ Bill Includes Tax if Applied
[Sales/Use Tax](#) [Category Search](#) [View Hierarchy](#) [PO Pick List](#)

OK Cancel Refresh

In this case, the Vendor is shown. That means the Merchant has been matched to the Cardinal Vendor ID and is a Preferred Vendor. This transaction was for “office supplies” and ordered over the phone. It is not exempt and must be reported to eVA per the APSPM. A “confirming order” will be sent to eVA and eVA will forward the order to the vendor.

36 Change eVA PO Type to R01, as shown. When using R01, an Item must be selected.

Reconcile Statement

Purchase Details

Line: 104
 Merchant: THE SUPPLY ROOM AOPD
 City: 804-4121200
 State: VA
 Country: USA 23041

Purchase Order

*Business Unit: 50100 Original PO: N eVA PO Type: R01 Routine Bill Vendor
 PO ID: eVA Order Method: URL
 PO Line: eVA Interfaced: NSEV
 PO Sched: eVA Dttm:
 Cancel In eVA?: ☐

Vendor ID: 0000029863 THE SUPPLY ROOM COMPANIES
 Address Sequence Nbr: 12
 8006 W. BROAD STREET

Ship To: ABING RSHP VA10063805
 Item ID: 2077212000 ACCESSORIES AND SUPPLIES, MICR RICHMOND, VA 23294

37 Enter Address Sequence Nbr.

38 Enter Ship To location.

39 Enter Item ID.



Procurement Job Aid

Reconcile PCard Transactions

Purchase Order

*Business Unit: 50100 Original PO: N eVA PO Type: R01 Routine Bill Vendor
PO ID: eVA Order Method: URL
PO Line: eVA Interfaced: NSEV
PO Sched: eVA Dttm:
Vendor ID: 0000029863 THE SUPPLY ROOM COMPANIES
Address Sequence Nbr: 12 8006 W. BROAD STREET
VA10063805
RICHMOND, VA 23294
Ship To: ABING RSHRP
Item ID: 2077212000 ACCESSORIES AND SUPPLIES, MICR
Category:
Vendor Item:
*Quantity: 1.0000
*UOM: EA
Unit Price: 270.69000 USD
☐ Tax Paid ☒ Bill Includes Tax if Applied Transaction Amount: -3.26
Maintenance WO
Sales/Use Tax Category Search View Hierarchy PO Pick List
OK Cancel Refresh

Only those Items that are related to the vendor will be available. If none found, clear the Vendor field, insert the **Item ID** and re-enter the **Vendor ID**.

40 Click **OK**.

Reconcile Statement

Procurement Card Transactions

Empl ID: 200 Name:
☐ Display Unmasked Card Number
☐ Run Budget Validation on Save

Bank Statement Customize | Find | View All | First 1-7 of 7 Last

Transaction	Card Number	Trans Date	Merchant	Status	Transaction Amount	Currency	Budget Status
1	*****4407	12/19/2014	AGP*PROPANE SERVICES	Staged	927.99	USD	Valid
2	*****4407	12/19/2014	THE SUPPLY ROOM AOPD	Staged	270.69	USD	Valid
3	*****4407	12/18/2014	REC*KUBRAEZPFEE	Staged	340.70	USD	Valid
4	*****4407	12/18/2014	Washington Gas-VA	Staged	107.32	USD	Valid

* Transaction is ready for **Billing** (Transaction Description) **Comments** and **Budget** distribution charges.

* **X02 (Excluded per APSPM)**

Reconcile PCard Transactions

Reconcile Statement

Procurement Card Transactions

Empl ID: 1200 Name:

☐ Display Unmasked Card Number

☐ Run Budget Validation on Save

Bank Statement Customize | Find | View All | First 1 of 1 Last

Transaction	Billing	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency
1	<input checked="" type="checkbox"/>	BAV18	*****4407	12/18/2014	SHENANDOAH VELEC-C	Staged	3.25	USD

☒ Select All ☐ Clear All

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#)

41 Select the transaction.

42 Click on the **Purchase Details** hyperlink.

Reconcile Statement

Purchase Details

Line: 31

Merchant: SHENANDOAH VELEC-C

City: 847-471-9511

State: IL

Country: USA

Purchase Order

*Business Unit: 50100 Original PO: N eVA PO Type: X02 Excluded Per APSPM

PO ID: eVA Order Method: NSEV

PO Line: eVA Interfaced:

PO Sched: eVA Dttm:

Vendor ID: Cancel In eVA?:

Address Sequence Nbr:

Ship To:

Item ID:

Category:

Vendor Item:

*Quantity: 1.0000

*UOM: EA

Unit Price: 3.25000 USD

☒ Tax Paid ☐ Bill Includes Tax if Applied Transaction Amount: 3.25

[Sales/Use Tax](#) [Category Search](#) [View Hierarchy](#) [PO Pick List](#)

This transaction is specific to the payment of a Utility (electric bill) invoice.

43 Change **eVA PO Type**, as shown. No additional details are required.

44 Click **OK**

Reconcile Statement

Procurement Card Transactions

Empl ID: 200 Name:

☐ Display Unmasked Card Number

☐ Run Budget Validation on Save

Bank Statement Customize | Find | View All | First 1 of 1 Last

Transaction	Billing	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status
1	<input checked="" type="checkbox"/>	*****4407	12/19/2014	AGP*PROPANE SERVICES	Staged	927.99	USD	Valid
2	<input type="checkbox"/>	*****4407	12/19/2014	THE SUPPLY ROOM AOPD	Staged	270.69	USD	Valid
3	<input type="checkbox"/>	*****4407	12/18/2014	REC*KUBRAEZPFE	Staged	340.70	USD	Valid

* Transaction is ready for **Billing** (Transaction Description) **Comments** and **Budget** distribution charges.

SPLIT LINE:

Reconcile PCard Transactions

Reconcile Statement

Procurement Card Transactions

Empl ID: 3000 Name:
 Card Number: *****61400 Card Provider: BAVI4
☐ Run Budget Validation on Save

Bank Statement Customize | Find | View All | First 1 of 1 Last

Transaction	Billing	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status
1		12/22/2014	PBI*LeasedEquipment	Staged	150.00	USD	Valid	Recycled

☒ Select All ☐ Clear All

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#)

- 45 Select a transaction and click on the **Split Line** hyperlink.

Reconcile Statement

Split Transaction

Line: 1
 Trans Date: 12/22/2014 Billing Amount: 150.00 USD
 Posted Date: 12/23/2014 Reference:
 Merchant: PBI*LeasedEquipment
 Description:

Split Rules Customize | Find | View All | First 1 of 1 Last

Description	Transaction Amount	Billing Amount	Percentage
	150.00	150.00	100.000000

In this example, you are going to split this amount 50/50 using different Account codes.

- 46 Click on the **+** Plus sign to add a row or multiple rows.

Reconcile Statement

Split Transaction

Line: 1
 Trans Date: 12/22/2014 Billing Amount: 150.00 USD
 Posted Date: 12/23/2014 Reference:
 Merchant: PBI*LeasedEquipment
 Description:

Split Rules Customize | Find | View All | First 1-2 of 2 Last

Description	Transaction Amount	Billing Amount	Percentage
Account 1	75.00	75.00	50.000000
Account 2	75.00	75.00	50.000000

Entering a **Percentage** or changing the **Billing Amount** on a line automatically calculates/splits the transaction amount.

- 47 Enter a **Description** and edit **Billing Amount** or **Percentage** (as desired) and click **OK**.

This will display on the **Monthly PCard Statement** query.

Reconcile PCard Transactions

Reconcile Statement
Procurement Card Transactions

Empl ID: 000 Name:
 Card Number: *****6400 Card Provider: BAVI4

☐ Run Budget Validation on Save

Bank Statement Customize | Find | View All | Page 1 of 2 | Last

Transaction	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status
1 <input checked="" type="checkbox"/>	12/22/2014	PBI*LeasedEquipment	Staged	75.00	USD	Valid	Recycled
2 <input type="checkbox"/>	12/22/2014	PBI*LeasedEquipment	Staged	75.00	USD	Valid	Recycled

☒ Select All ☐ Clear All

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#)

There are now 2 equally split Staged transactions on your list to reconcile.

***You must enter all required information into both (all) Split Lines in order to **Save** and reconcile the original single transaction.

48 Select the transaction and click on the **Purchase Details** hyperlink.

Reconcile Statement
Purchase Details

Line: 1
 Merchant: PBI*LeasedEquipment
 City: 800-732-7222
 State: CT
 Country: USA

Purchase Order

*Business Unit: 50100 Original PO: N eVA PO Type: OTC Over The Counter eVA Exempt
 PO ID: eVA Order Method: NSEV
 PO Line: eVA Interfaced:
 PO Sched: eVA Dttm:
 Vendor ID: Cancel In eVA?: ☐
 Address Sequence Nbr:

Ship To:
 Item ID:
 Category:
 Vendor Item:
 *Quantity: 1.0000
 *UOM: EA
 Unit Price: 75.00000 USD

☒ Tax Paid ☒ Bill Includes Tax If Applied Transaction Amount: 75.00
[Sales/Use Tax](#) [Category Search](#) [View Hierarchy](#) [PO Pick List](#)

In this case, the Merchant name does not show and is not found in Cardinal. Select the appropriate **eVA PO Type** and document the transaction in the **Comments**.

49 Click **OK**.

Reconcile PCard Transactions

Reconcile Statement

Procurement Card Transactions

Empl ID: 000 Name:
 Card Number: *****6540Q Card Provider: BAV4

☐ Run Budget Validation on Save

Bank Statement Customize | Find | View All | First 4-2 of 2 Last

Transaction	Billing	Trans Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Chartfield Status
1	<input checked="" type="checkbox"/>	12/22/2014	PBI*LeasedEquipment	Staged	75.00	USD	Valid	Recycled
2	<input type="checkbox"/>	12/22/2014	PBI*LeasedEquipment	Staged	75.00	USD	Valid	Recycled

☒ Select All ☐ Clear All

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#)

50 Click the **Comments** icon.

Reconcile Statement

Line Comments

Line: 2 Description: Account 1
 Reference:

Transaction Line Comments Find | View All | First 1 of 1 Last

Comments: Status: Active

Transaction for lease of equipment used for transport of trailer. Vendor is not eVA registered and is not found in Cardinal. APO should apply, but unable to create a confirming order. John Doe. 1/31/15 Will be reported to ASD for eVA Dashboard.

Associated Document

Attachment:

51 Click **OK**.

Reconcile Statement

Procurement Card Transactions

Empl ID: 000 Name:
 Card Number: *****6540Q Card Provider: BAV4

☐ Run Budget Validation on Save

Bank Statement Customize | Find | View All | First 4-2 of 2 Last

Transaction	Billing	Trans Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Chartfield Status
1	<input checked="" type="checkbox"/>	12/22/2014	PBI*LeasedEquipment	Staged	75.00	USD	Valid	Recycled
2	<input type="checkbox"/>	12/22/2014	PBI*LeasedEquipment	Staged	75.00	USD	Valid	Recycled

☒ Select All ☐ Clear All

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#)

52 Click on the **Distribution** icon.

Reconcile PCard Transactions

Reconcile Statement

Account Distribution

Line: 2 PO Qty: 1.0000 UOM: EA
 Billing Date: 01/15/2015 Billing Amount: 63.00 USD Unit Price: 126.00000
 SpeedChart: 11120010 Transaction Unit Price: 63.00000 *Distribute By: Amount

Distributions

Dist	Percent	Amount	Currency	*GL Unit	*Account	Fund	Program	Department	Cost Center	Task	FIPS
1	100.0000	63.00	USD	50100	5012550	04100	699001	10003	11120010		

OK Cancel Refresh

53 Enter a valid distribution. In this example you are splitting the account type.

54 Click OK.

Reconcile Statement

Procurement Card Transactions

Empl ID: 000 Name:
 Card Number: *****%uQ Card Provider: BAV14
☐ Run Budget Validation on Save

Bank Statement

Transaction	Billing	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status
1	<input type="checkbox"/>	12/22/2014	PBI*LeasedEquipment	Staged	75.00	USD	Not Chk'd	Valid
2	<input checked="" type="checkbox"/>	12/22/2014	PBI*LeasedEquipment	Staged	75.00	USD	Valid	Recycled

Select All Clear All Stage Verify Approve Validate Budget

Search Purchase Details Split Line Distribution Template

55 Select the 2nd Split transaction and click on the **Purchase Details** hyperlink.

Reconcile Statement

Purchase Details

Line: 2
 Merchant: PBI*LeasedEquipment
 City: 800-732-7222
 State: CT
 Country: USA

Purchase Order

*Business Unit: 50100 Original PO: N eVA PO Type: OTC Over The Counter eVA Exempt
 PO ID: eVA Order Method: NSEV
 PO Line: eVA Interfaced: NSEV
 PO Sched: eVA Dtm: Cancel In eVA?: ☐
 Vendor ID:
 Address Sequence Nbr:

Ship To:
 Item ID:
 Category:
 Vendor Item:
 *Quantity: 1.0000
 *UOM: EA
 Unit Price: 75.00000 USD

☒ Tax Paid ☒ Bill Includes Tax if Applied Transaction Amount: 75.00
[Sales/Use Tax](#) [Category Search](#) [View Hierarchy](#) [PO Pick List](#)

OK Cancel Refresh

Select the appropriate **eVA PO Type**. Notice split line # is shown above.

56 Click OK.

Reconcile PCard Transactions

Reconcile Statement
Procurement Card Transactions

Empl ID: 000 Name: Card Number: *****614Q Card Provider: BAV14

☐ Run Budget Validation on Save

Bank Statement Customize | Find | View All | First 4-2 of 2 Last

Transaction	Billing	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status
1	<input type="checkbox"/>	12/22/2014	PBI*LeasedEquipment	Staged	75.00	USD	Not Chk'd	Valid
2	<input checked="" type="checkbox"/>	12/22/2014	PBI*LeasedEquipment	Staged	75.00	USD	Valid	Recycled

☒ Select All ☐ Clear All

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#)

Enter **Comments** and **Distribution**.

Reconcile Statement
Account Distribution

Line: 3 PO Qty: 1.0000 UOM: EA
Billing Date: 01/15/2015 Billing Amount: 63.00 USD Unit Price: 126.00000
SpeedChart: 11120010 Transaction Unit Price: 63.00000 *Distribute By: Amount

Distributions Customize | Find | View All | First 1 of 1 Last

Dist	Percent	Amount	Currency	*GL Unit	*Account	Fund	Program	Department	Cost Center	Task	FIPS
1	100.0000	63.00	USD	50100	5013090	04100	699001	10008	11120010		

57 In this example, a different **Account** is used.

58 Click **OK**.

Reconcile Statement
Procurement Card Transactions

Empl ID: Card Number: *****g>~Æ Card Provider: BAV18

☐ Run Budget Validation on Save

Bank Statement Customize | Find | View All | First 4-3 of 3 Last

Transaction	Billing	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status
1	<input checked="" type="checkbox"/>	12/23/2014	PBI*LeasedEquipment	Staged	63.00	USD	Not Chk'd	Valid
2	<input checked="" type="checkbox"/>	12/23/2014	PBI*LeasedEquipment	Staged	63.00	USD	Not Chk'd	Valid
3	<input type="checkbox"/>	12/23/2014	INTEGRATED MGMT RESOURCE	Staged	1,562.24	USD	Valid	Recycled

☒ Select All ☐ Clear All

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#)

59 Check both Split Line transactions.

60 Click **Validate Budget** icon.

Reconcile Statement

Procurement Card Transactions

Empl ID: _____ Name: _____
 Card Number: *****g~~~Æ Card Provider: BAV18
☐ Run Budget Validation on Save

Bank Statement Customize | Find | View All | First 1-3 of 3 Last

Transaction	Billing	Trans Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Chartfield Status	R
1	<input type="checkbox"/>	12/23/2014	PBI*LeasedEquipment	Verified	63.00	USD	Valid	Valid	Y
2	<input type="checkbox"/>	12/23/2014	PBI*LeasedEquipment	Verified	63.00	USD	Valid	Valid	Y
3	<input checked="" type="checkbox"/>	12/23/2014	INTEGRATED MGMT RESOURCE	Staged	1,562.24	USD	Valid	Recycled	N

☒ Select All
 ☐ Clear All

[Search](#)
[Purchase Details](#)
[Split Line](#)
[Distribution Template](#)

61 Change **Status** to **Verified** and click **Save**. **Split Line** reconciliation is Complete.